

**Fermilab
FY2002 Self-assessment
Process Assessment Report
For
Technical Division**

27-Sep-2002

Division/Section performing assessment

Technical Division

Name of organization that owns assessed process

Material Control Department

Organization Strategy

In order to conduct business, items need to be procured. The Business Services Section has developed and implemented a "ProCard" system to more efficiently and cost-effectively procure items below a threshold value (currently \$2500). The Material Control Department does most of the procurements for the Technical Division, and conducts much of those procurements with Procards.

Names of Personnel on Assessment team

Jamie Blowers, Quality Assurance Officer

Name of process assessed

Procurements using the ProCard system.

Brief description of process to be assessed

ProCards (short for Procurement Cards) are credit cards which Business Services has set up to allow low-value purchases to be made without having to go through the purchase order system. This ProCard system is more efficient and cost-effective than the purchase order system, and so aids the Laboratory to save money and operate more efficiently. The system works much like a personal credit does, in that most merchants accept the "ProCard", and the bank which backs the cards (Bank One) sends monthly statements which need to be reconciled. There is a new database which is used by all ProCard users to create, track, and reconcile ProCard orders.

Are metrics associated with this process? If so, what are they?

There are no contractual or internal metrics associate with this process.

What are the names of the procedures associated with this process?

ProCard User's Guide
ES&H and NEPA Procurement Review, TD policy TD-4100

Are these procedures being followed? Are they current?

These procedures are being followed, and they are current.

Describe the methodology used to assess this process.

The methodology used to assess the process consisted of interviews with Material Control Department personnel, and the review of a sample of records. The Material Control Department was chosen because they make most of the procurements for the Technical Division (including all procurements for the Engineering & Fabrication Department). The ProCard user interviewed can do tens of thousands of dollars in ProCard transactions each month.

Results of the assessment:

The conclusion of the assessment was that the ProCard system is used efficiently and effectively in the Technical Division, giving an overall rating of **excellent**. The process controls appear to be very effective, and there were no minor or major deficiencies found. The checks and balances in the system include: the need to have a signature authority approve every purchase, the review of all monthly statements by a supervisor and a third-party (Directorate) financial audit conducted on a regular basis.

The overall process is described in the attached "notes from the assessment." Communication between all the parties involved appears to be very good. Overall the system is very efficient, especially when compared to the purchase order system.

This system has not been compared to other Divisions/Sections, other Labs or industry. However, it appears to be about as easy and efficient as using a personal credit card.

Below are two suggestions for slight improvements to the system.

Identified opportunities for improvement

Ideas for improvements:

1. The request for a purchase can come in many formats (e.g. verbal, written, e-mail). Material Control does not prefer verbal requests, and so they train their customers to provide them with written requests. *An e-mail with all the appropriate information (including the approval of someone with signature*

authority) seems to be perfect. Some customers are doing this, but others do not. Instead they issue a request (sometimes verbal, sometimes e-mail without the signature authority). In these cases, the ProCard Order form needs to be physically signed by someone. This adds delay time to the order. The actual delay varies, depending on when the form gets to the signature authority and back to the purchaser. This delay time could be avoided if everyone simply utilized e-mail. This, of course, has been explained to the various customers, yet some do not choose to use this methodology. In the end, it is up to the customer to decide. Material Control can only inform them about it, and process the orders as they are received.

2. The Directorate audit does not result in any written communication between the auditor and the auditee. *It might be helpful to send something written, stating the results of the audit.* This would not need to be anything too formal, and e-mail would do just fine. This would provide the auditee with a written record of the audit and its results.

Schedule for implementation of improvements

These recommendations are not things that can be scheduled. The system is very flexible, and so it is up to the customers to decide how they make their purchase requests. If the customer decides that the delay is acceptable, then that is their choice. Regarding the Directorate audits, the Directorate would need to decide whether written feedback is feasible.

Status of improvements from previous assessment

N/A

Attachments (supporting data, worksheets, reports, etc.)

The following attachments are incorporated into this report:

"Audit Notes" - Notes made from the assessment

"ProCard User's Guide" - The User's Guide for the ProCard system. This document is available on the Internet, and is used as a training manual for new ProCard users.

"TD Policy TD-4100" - The Technical Division policy on the ES&H and NEPA review of procurements made in TD

"Audit Records" - Records gathered during the assessment. They consist of the records for one complete purchase using the ProCard system.

Notes from ProCard assessment 27-Sep-2002:

I interviewed John Zweibohmer and Mark Steinke, both employees in the Material Control Department. Mark is an Acquisitioner, and John is the Acquisition Group Leader and Deputy Department Head.

The overall process begins with a request that a person be provided with a ProCard. After the approval, the person goes through two sets of training. The first is on the overall ProCard system - the requirements for using the card, the responsibilities that come with the card, et cetera. The training material for this session is available online as the "ProCard User's Manual". The second session is training for the new ProCard database. This database appears to be similar to the Oracle "Materials Management System" (MMS). It is the system which was implemented earlier in 2002, and is used Lab-wide. After these two training sessions, the person is then able to begin using the card.

Each purchase begins with a request. Each request is entered in the ProCard database system, and a "Fermilab ProCard Order" form is printed. If the initial request comes verbally, then a person with signature authority for the budget code used signs the form. If the request comes via e-mail, and the request is from someone who does not have signature authority, then a person with signature authority for the budget code used signs the form. If the e-mail comes with the appropriate signature authority approval, or if the request comes using a request form (with appropriate signature), then a signature does not need to be placed on the order form. Also, if there is ever any question about the order, the purchaser contacts the requester to get resolution.

After the appropriate approval is received, a ES&H/NEPA review is completed (and documented on the form), and then the order can be placed. The ProCard user places the order with the merchant, and requests that all transaction records reference the unique ProCard Order Number. The order is also recorded on a "Transaction Log."

When the order is received, Material Control Department personnel deliver it to the requester. The requester, indicating that the order has been received, signs the packing list. The packing list is then delivered to the person who placed the order, and is married with the other record of the transaction. The delivery is then entered into the Transaction Log.

When the invoice comes from the merchant, the purchaser goes into the ProCard database and reconciles the purchase. End of month statements from the bank (Bank One) are compared with the purchases listed on the statement, and the statement is reviewed and approved by the purchaser's supervisor.

There appears to be checks and balances throughout the entire process. Communication between all the parties involved appears to be very good. Overall the system is very efficient, especially when compared to the purchase order system.

There was one thing that could make the system more efficient. The request for a purchase can come in many formats (e.g. verbal, written, e-mail). Material Control does not prefer verbal requests, and so they train their customers to provide them with written requests. An e-mail with all the appropriate information (including the approval of someone with signature authority) seems to be perfect. Some customers are doing this, but others do not. Instead they issue a request (sometimes verbal, sometimes e-mail without the signature authority). In these cases, the ProCard Order form needs to be physically signed by someone. This adds delay time to the order. The actual delay varies, depending on when the form gets to the signature authority and back to the purchaser. This delay time could be avoided if everyone simply utilized e-mail. This, of course, has been explained to the various customers, yet some do not choose to use this methodology. In the end, it is up to the customer to decide. Material Control can only inform them about it, and process the orders as they are received.

It was also noted that a third-party financial audit of an individual cardholder is conducted on a regular basis. The Internal Audit Group within the Directorate does this financial audit. These financial audits do not result in any written communication. Any post-audit communication between the auditor and the auditee is done verbally. It might be helpful to send something written, stating the results of the audit. This would not need to be anything too formal, and e-mail would do just fine. This would provide the auditee with a written record of the audit and its results.

PROCUREMENT CARD

ProCard

USER'S GUIDE

Introduction

Increasing administrative costs associated with purchasing low-value goods and services, have prompted Fermilab to develop alternative methods to reduce processing costs.

One such alternative is to allow delegated employees to make small purchases directly with merchants using a Fermilab-authorized procurement card (ProCard).

This informational guide establishes standards and procedures by which Cardholders must manage their procurement activity when taking advantage of the ProCard program.

User Guide Updates

Cardholders are responsible to ensure that periodic updates to the ProCard User's Guide are inserted in the manual when received from the Program Administrator(s).

Informational Guide Contents

Section	Page
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Making a ProCard Purchase	11
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OVERVIEW

Introduction Universities Research Association, Inc. operator of Fermi National Accelerator Laboratory (Fermilab) has entered into an agreement with Bank One that allows qualified Fermilab full-time employees to make purchases for supplies and/or services costing less than \$2,500 (including shipping and handling) using ProCard as opposed to the normal procurement requisitioning process.

Background In many cases, the costs associated with acquiring low-value goods and services far exceed the value of the purchases. The ProCard program has been specifically tailored to reduce those processing costs.

Benefits Using ProCard benefits both Fermilab and the Cardholder by:

- Streamlining the acquisition process;
- Expediting deliveries to the requester; and
- Providing prompt payment to the merchant

Roles and Responsibilities

Bank One.....	Card Owner
ProCard, Inc.....	Processes Transactions
Fermilab - BSS Procurement.....	Administration / Reviews
Fermilab - BSS Accounting	Makes payments
Fermilab - BSS Support Services.....	Receiving / Shipping / Distribution
Fermilab - BSS	Self Assessment Group
Fermilab - Internal Audit.....	Audits ProCard Program
Fermilab - Cardholder	Transaction Records

Controls

Bank One has contracted with ProCard, Inc. to electronically process Fermilab's ProCard transactions using the ProCard Purchasing System™. This system offers a variety of features, controls, and reports to help manage and control the following:

- Limit maximum dollars to \$2,500 per transaction
- Limit maximum spending to \$50,000 per Cardholder per cycle*
- Prohibit sales to unauthorized merchants such as airlines, hotels and motels, automobile/vehicle rentals, restaurants, etc.
(i.e., Merchant Category Code Group No. 86)

* Cycle begins on the 24th of each month

Cardholders are reminded that they have an obligation to always secure reasonable prices on behalf of Fermilab.

Additional Control Mechanisms

Fermilab's ProCard is a special type of credit card. It has the ability to control use in the following ways:

- Number of times a cardholder can use the card per day
- Number of times a cardholder can use the card per month
- Maximum dollar amount of a single transaction
- Total spending limit per month per cardholder
- Total spending limit per month per organization
- Where the ProCard is used, as defined by Standard Industrial Classification (SIC) Codes.

Bank One generates extensive usage reports to help manage the purchase transactions and to help assist in understanding how Fermilab is using the cards.

POLICIES AND PROCEDURES

Who may obtain a ProCard

ProCard eligibility is reserved for qualified full-time Fermilab employees selected and recommended by their immediate supervisor and/or Division/Section Heads.

The employee must complete the application form “ProCard Cardholder Account Form” (See Attachment No. 1). and the “Cardholder Agreement” (see attachment 2).

The employee shall complete the forms, obtain supervisor’s approval and return the original copies to the ProCard Program Administrator.

Upon approval, the MasterCard application form will be processed with the Bank. The MasterCard will be sent to the Program Administrator who will then schedule a time for training. After completion of the training, the card will be provided to the employee.

Fermilab Program Administrator is:

Gary Golinski – ProCard Administrator
WH4W – MS210
630/840-4175 or 3387

Guidelines for ProCard Use

The ProCard program is intended to simplify the purchase of low-value goods and services. If the Cardholder has questions regarding the appropriateness of the ProCard for the acquisition the ProCard Administrator(s) must be contacted.

Choose Appropriate Method of Acquisition

Fermilab has established a full range of acquisition systems (i.e., purchase agreement, Blanket Orders, Requirements Subcontracts, etc.) to enable requesters to acquire materials and services in the most cost-effective means possible.

The ProCard program is designed to supplement these systems.

Do not string orders together to avoid the \$2,500 established maximum individual transaction limit.

Restrictions

The ProCard may not be used for:

- Items for personal use
 - Cash advances
 - To pay for Fermilab-hosted conferences
 - Changes, modifications, or alterations to an existing purchase order
 - Temporary labor or consulting services (i.e., temporary agencies)
 - Tuition fees, (i.e., educational reimbursement)
 - Capital or sensitive equipment
 - Items that are readily available from the Fermilab Stockroom
 - Laser containing device/systems
 - Radioactive materials and sources
 - Explosives (powder actuated tools may be excluded if approved by – Division/Section ES&H Group)
 - Precious Metals (i.e., gold, silver, platinum, palladium, osmium, rhodium, iridium, ruthenium)
 - NEPA Projects
 - Memberships
 - Note: The laboratory is prohibited, by our Prime Contract with DOE, from entering into memberships without DOE approval. This must be done by entering a requisition and justification for the membership and routing the request through the Procurement department.
 - Clothing
 - Subscriptions
 - Note: The Library combines and coordinates laboratory wide subscriptions.
 - Business Cards
 - Any other controlled materials or services as specified by Fermilab or DOE.
-

Restrictions

The ProCard may not be used for:

Computing Equipment:

Computers - PC's, Laptops, PowerBooks, Handhelds, servers.

Printers - Line, Page, Laser and Video printers.

Document Scanners - Scanners for input of data or graphics to Personal Computers.

Miscellaneous - External Drives (CD ROM, CD R/W, CD R, DVD, etc), Personal Digital Assistants (PDA's).

Audio Equipment:

2-Way Radios - Walkie-talkies, mobiles, scanners, etc.

Recording/Playback - Audio recorders, CD players, audio editing devices.

Telephones - Cellular, Mobile, Portable, Cordless, and answering machines.

Video Equipment:

Cameras - 35mm SLR, Digital, CCTV, and Camcorders. Does not include Polaroid or disposable cameras.

Television - VCRs, TV receiver, TV/VCR combinations, DVD players, TV Monitors, Editors, and production equipment.

High Risk/Export Controlled:

Export Controlled - Export Controlled property means property the export of which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Nuclear Regulatory Commission, or authorized by the U.S. Department of Energy.

High Risk - High Risk personal property means property that, because of its potential impact on public health and safety, the environment, national security interests, or proliferation concerns, must be controlled and disposed of in other than the routine manner. The categories of high risk property are automatic data processing equipment, especially designed or prepared property, export controlled information, export controlled property, hazardous property, nuclear weapon components or weapon-like components, proliferation sensitive property, radioactive property, special nuclear material, and unclassified controlled nuclear information.

**ES&H Sensitive
Items**

The following types of procurements are considered ES&H Sensitive. ProCard cardholders shall seek the advice and written approval of their Division/Section ES&H Group prior to placing an order for the following types of materials and services. This list may be inclusive of all ES&H Sensitive Items. If any doubt exists, see your ES&H representative.

- Building modification, maintenance or construction activities
 - Chemicals (See Chemicals on next page)
 - Chemical spill control equipment
 - Compressed Gases
 - Ergonomic devices
 - ES&H related training seminars
 - Fire protection/detection/suppression systems
 - Forklift equipment
 - Lifting fixtures
 - Paints
 - Personal protective equipment
 - Pressure/vacuum vessels
 - Respiratory Protective Equipment
 - Scaffolding equipment
 - Storage tanks
 - Work in hazardous locations, such as, ODH, RMA, confined spaces, etc.
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Chemicals	<p>Any chemicals that are purchased with a procurement card must be shipped direct from the vendor to the laboratory in compliance with DOT regulations. Per established policy, laboratory personnel may not engage in transportation of hazardous materials off site. BSS CDL drivers are excepted.</p> <p>The Cardholder must inform the vendor to label the package "Contains Chemicals" on the shipping address label, in addition to any other DOT required labeling and markings as determined by the vendor and to send an MSDS for the chemical with the package. The phrase "Contains Chemicals" will facilitate identification of chemical containing packages by the Fermilab Shipping and Receiving Department.</p>
Licensed Vehicles or Equipment	<p>Contact BSS Vehicle Maintenance prior to using the ProCard for any purchases related to Government vehicles, including forklifts, hi-lifts and trailers.</p>
Repair Services	<p>Repairs are permitted on ProCard.</p>
Fabrications	<p>Cardholders are allowed to purchase fabrications.</p>
Rentals	<p>Temporary rentals for business machines and personal computers are permitted.</p>
Off-Site Training / Conference Registration Fees	<p>Off-site training courses and conference registration fees are allowed.</p>
Remote Access	<p>The ProCard in the employee's Division/Section will be used to pay for all connectivity and communication services required.</p>

Ramifications of Misusing / Abusing ProCard	Intentional misuse / abuse of ProCard will result in immediate revocation of ProCard privileges, assignment of wages, and may include further disciplinary action up to and including termination of employment and legal action.
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Cardholder may also be financially liable for unauthorized procurements.

Security / Protection	The ProCard is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.
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Sharing (Use by someone other than the Cardholder)	The only person authorized to use the ProCard is the person to whom it was issued. If a Cardholder is expected to be absent for an extended period, division/section management must arrange to process transactions through an alternate cardholder.
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Lost or Stolen Cards	If Cardholder's ProCard is lost or stolen, Cardholder must immediately notify the Bank, the Program Administrator, and Fermilab Security.
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Termination of Employment	If a Cardholder terminates employment, or is transferred to a new assignment within Fermilab, the ProCard must be returned to the Program Administrator(s). It is the responsibility of the Cardholder's immediate supervisor to ensure that cards are returned and canceled.
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Billing / Payment / Cycle	Accounting will pay the summary invoice weekly. ProCard, Inc. completes their record-keeping cycle on the 23rd of each month. Cardholder's cyclical limits are reset at zero at this time.
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Cost Transfers	For information regarding cost transfer procedures contact your Budget Officer and/or Mike Rhoades, Accounting, extension 5807.
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Transaction Authorization	The merchant should be requested not to charge the ProCard until the material is shipped.
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Record Keeping

The Cardholder is required to maintain a Cardholder Transaction Logs (see Attachment No. 5) for the purposes of validating and auditing all ProCard transactions.

Records must be maintained by the department and made accessible for a period of not less than three (3) years.

**Duplicate
Transaction
Record Request**

To obtain a copy of the Bank's transaction record, you may contact ProCard Customer Service, 8:00 a.m. to 5:00 p.m., during normal business days.

(800) 316-6056

NOTE: A \$5.00 fee will be assessed to your cost center for each request.

**Compliance
Reviews**

To ensure that the ProCard program remains compliant with Fermilab's procurement policies and procedures, periodic compliance reviews of Cardholder transactions will be conducted by the BSS Self-Assessment Group and Fermilab Internal Audit.

MAKING A PROCARD PURCHASE

Procedure

Follow the steps below to make a ProCard purchase.

Step	Action
1	Define your requirements.
2	Determine that the ProCard is the appropriate method of acquisition.
3	Call, fax, or visit the merchant.
4	Ask if they accept MasterCard.
5	Agree on a price (include shipping (FOB Fermilab) and handling).
6	Indicate tax-exempt status to merchant. NOTE: If your tax-exempt status is questioned, fax the merchant a Resale Certificate (see Attachment No. 4).
7	Give the merchant your ProCard number and expiration date.
8	Instruct the merchant to send any paperwork or invoices to: FERMILAB -- PROCARD P. O. BOX 500 BATAVIA, IL 60510-0500 ATTENTION: _____ (Requesters Name and Mail Station) NOTE: Cardholders are asked to remind merchants NOT to send invoices.
9	Specify delivery instructions including the information which must appear on the label, i.e. CONTAINS CHEMICALS FERMILAB -- PROCARD RECEIVING DEPARTMENT KIRK RD & WILSON ST. BATAVIA, IL 60510-0500 ATTENTION: _____ (Requesters Name and Deliver Location) NOTE: ProCard Account Number must NOT be displayed anywhere on the outside of the package.

The ProCard purchase is now complete.

SHIPPING / RECEIVING

Direct Receiving Using ProCard may permit the Cardholder to bypass Fermilab's formal receiving process and take advantage of direct delivery.

NOTE: Chemical shipments shall be excluded from the Direct Delivery method.

Shipping Label It is the Cardholder's responsibility to instruct the merchant to label packages properly for shipment to Fermilab. Packages must be identified with the following information clearly visible on the outside of the box to ensure proper delivery.

FERMILAB – PROCARD PRN # _____
RECEIVING DEPARTMENT
KIRK RD & WILSON ST.
BATAVIA, IL 60510-0500

**ATTENTION: _____ (Requesters Name
and Deliver Location)**

Chemicals If the package is labeled "CONTAINS CHEMICALS", Fermilab's Shipping and Receiving department SHALL open the package to inspect the contents for leakage and sends a copy of the enclosed MSDS and packing slips to BSS ES&H Department for processing.

Customer Pick-up Cardholders are permitted to pick up material at the merchant's location.

U.S. Mail Small packages may also be received via U.S. mail. Packages sent through the mail will be subject to Fermilab's internal policies and procedures for mail processing.

RECONCILING CARDHOLDER TRANSACTION REPORTS

General Ledger Feed	The General Ledger feed is each night. Debit - budget codes. Credit - Accounts Payable ProCard.
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Documentation	Transaction Logs, receipts, and any other meaningful documentation must be attached to Cardholder Transaction Reports (See Attachment No. 5).
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Approval	Cardholder's immediate supervisor or supervisor's designee shall approve and sign the Monthly Statement of Account.
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RETURNS, CREDITS, AND DISPUTED ITEMS

Problems

The Cardholder is responsible for resolving purchased item issues directly with the merchant.

If unable to resolve the issue, the Cardholder should follow the instructions outlined below in the Disputes section (See Attachment 6).

Returns

If a Cardholder needs to have an item repaired or to return an item to the merchant for any reason, Fermilab's Material Move must be complete and sent to Shipping to ensure proper packaging and shipment. The product may accompany the material move or you may request pick up by Support Services. Copies of the shipping documents must be maintained with Cardholder records.

Credits

The merchant should issue a credit with the Bank for material that has been returned. The credit should appear on or before the next cycle. If a credit has not appeared within this time frame, Cardholder should follow the instructions outlined below in the Disputes section.

Cardholder should request credit documentation as a record.

Disputes

If a dispute cannot be resolved, the Cardholder must complete a Statement of Disputed Item(s) (see Attachment No. 6) with supporting documentation within 60 days to:

Bank One
Disputes Department B-3
P. O. Box 2015
Elgin, IL 60121

and fax to Bank One at (847) 622-2495. The Bank will then intercede with the merchant on behalf of the Cardholder.

KEY CONTACTS - WHOM TO CALL

Report ProCard Lost or Stolen

To report your ProCard lost or stolen, immediately notify the Bank, the Program Administrator(s), and Fermilab Security:

- Bank One (800) 848-2813
Lost / Stolen Card Service (24 hours a day)
 - Gary Golinski, ProCard Administrator 4175
 - Robert C. Huite, Program Administrator 3387
 - Fermilab Security 4949
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Cancel ProCard

To cancel your ProCard, please return your card to the Program Administrator and call:

Bank One
(800) 848-2813 (24 hours a day)

ProCard Customer Service Needs

For ProCard customer service needs, please call:

Bank One
ProCard Customer Service
(800) 316-6056 (7 AM - 7 PM Central Time)

ProCard Program Administrator(s)

To request specific assistance with use of your ProCard, or to apply for a ProCard, please call the ProCard Program Administrator(s) at Fermilab:

Gary Golinski, ProCard Administrator X4175

Robert C. Huite, Program Administrator, X3387

Assistance with Merchants

To request specific assistance with merchants, please call:

Gary Golinski, ProCard Administrator X4175

Robert C. Huite, Program Administrator, X3387

**ProCard Policies
and Procedures**

For questions about ProCard policies and procedures, please call:

Gary Golinski, ProCard Administrator X4175

Robert C. Huite, Program Administrator, X3387

ATTACHMENTS

- 1 ProCard Cardholder Account Form & Instructions
 - 2 Fermi National Accelerator Laboratory -- Cardholder Agreement
 - 3 Source List
 - 4 Tax Exempt Letter
 - 5 Transaction Log
 - 6 Statement of Disputed Item(s)
 - 7 BSS ProCard Transaction Compliance Review
 - 8 Procurement Commodity List
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ATTACHMENT NO. 1

PROCARD CARDHOLDER ACCOUNT

FORM & INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING THE PURCHASE CARD ACCOUNT FORM

Please complete the PURCHASING CARD ACCOUNT FORM to establish or update cardholder account:

NEW ACCOUNT:

1. Check the NEW block.
2. Company Name -- enter FERMILAB
3. Enter Cardholder Information:
 - a) Enter your name as you want it to appear on the card (24 characters or less).
 - b) Enter Social Security Number.
 - c) Tax Exemption Number -- enter E99896-4967-03.
 - d) Enter Date of birth (MMDDYY)
 - e) Address Line 1 - enter P. O. BOX 500
 - f) Enter Mother's Maiden Name or Password.
 - g) Address Line 2 - enter your Mail Station Number.
 - h) Enter your work telephone number.
 - i) Enter city/state/zip code.
 - j) Budget Code - enter only one budget code per cardholder application.
 - k) Fermilab Organization Code -- consult your Div/Sec/Budget Officer.
4. Reporting Hierarchy Levels -- this information will be entered by the ProCard Administrator.
5. Cardholder Controls (these may be adjusted downward):

a) Credit Limit (CSL)	\$50,000.00
b) Single Purchase Limit	2,500.00
c) Authorization Per Day	999
d) Transaction Per Cycle	999
e) Dollars Per Day	0.00
f) MCC Group	86 Exclude
6. Cardholder Approvals:
 - a) Cardholder - to be completed by the Cardholder
 - b) Div/Sec/Budget Officer - to be completed by the appropriate Div/Sec/Budget Officer.
 - c) Procurement -- to be completed by the ProCard Administrator.

CHANGE ACCOUNT:

1. Check the CHANGE block.
2. Enter Cardholder Account Number.
3. Enter the Company Name.
4. Enter the Cardholder Name and any field(s) that require update/change.
5. Obtain Div/Sec/Budget Officer approval.

DELETE/CLOSE ACCOUNT:

1. Check the DELETE/CLOSE block.
2. Enter Cardholder Account Number.
3. Enter the Company Name and Cardholder Name.
4. Cut the card in half and return to the ProCard Administrator.

PURCHASING CARD CARDHOLDER ACCOUNT FORM APPROVAL:

The ProCard Administrator will sign, date, and fax the form to Bank One.

Purchasing Card Cardholder Account Form

- ☐ New
- ☐ Change (*Only complete fields to be changed*)
- ☐ Delete/Close Cardholder Account # _____ - _____ - _____ - _____

Company Information

Company Name: **5242 - FERMILAB**

Cardholder Information (*to be completed by the Cardholder*)

Cardholder Name (24 Characters)	_____	Social Security # _____					
Name Line 2 (24 Characters)	TAX ID E9986-4967-03	Date of Birth _____					
Address Line 1 (35 Characters)	P. O. BOX 500	Mother's Maiden Name or Password: _____					
Address Line 2 (35 Characters)	MAIL STATION	Work Phone: (630) 840 - _____					
City (23 Characters)	BATAVIA	State IL Zip Code 60510-0500					
Budget Code: (3 digits)	<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				Fermilab Organization Code <table border="1"><tr><td> </td><td> </td></tr></table>		

Reporting Hierarchy Levels (*Required Information*)(*to be completed by Procurement*)

Level 6 Name
(i.e. Approving Official) _____

Level 2 (i.e. Region)	Level 3 (i.e. Division)	Level 4(i.e. Sub-Unit)	Level 5 (i.e. Fin.Office)	Level 6 Number
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Cardholder Controls (*Required unless specified*)

Credit Limit (CSL)	\$50,000.00	Single Purchase Limit	\$2,500.00
Authorizations Per Day	9999	Transactions Per Cycle	9999
Dollars Per Day (optional)	0.00	MCC Group (Merchant Category Code Group)	86 Exclude

Cardholder Approvals

Cardholder:
(Please Print) _____ Signature: _____ Date _____

**Div/Sec/
Budget Officer**
(Please Print) _____ Signature: _____ Date _____

Procurement:
(Please Print) _____ Signature: _____ Date _____
(Authorized Signer)

Bank Use Only

Account Number _____ - _____ - _____ - _____

Unit Assigned:						
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Signature Verified: _____ Date: _____ Initials: _____ Mgt: _____

ATTACHMENT NO. 2

**FERMI NATIONAL ACCELERATOR
LABORATORY**

CARDHOLDER AGREEMENT

University Research Association, Inc.
Fermi National Accelerator Laboratory
CARDHOLDER AGREEMENT

Introduction

The University Research Association, Inc., herein after referred to as Fermi National Accelerator Laboratory (known as "Fermilab") has entered into an agreement with First National Bank of Chicago (Bank) that provides qualified employees with a procurement card (ProCard) at Fermilab expense to purchase selected materials and services costing less than \$2,500 (including shipping and handling). Using the ProCard benefits the Fermilab and Cardholder through:

Promptly paying our suppliers
Reducing overall processing costs
Decentralizing purchasing responsibility

The policies combined in this agreement and in the supplemental ProCard User's Guide must be followed by Cardholders as guidelines for conducting Fermilab business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

ProCards are issued at the discretion of the Procurement Department to delegated Fermilab employees.

Ownership and Cancellation of the ProCard: The ProCard remains the property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Bank or Fermilab may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the ProCard upon request to Fermilab or any authorized agent of Bank. Use of the ProCard or account after notice of its cancellation may be fraudulent and may cause Fermilab to take legal action against you.

Spending Limits: Each ProCard has a pre-set spending limit which may not be exceeded under any circumstances. The ProCard should be used whenever and wherever possible for charging materials and selected services costing less than the pre-set spending limit (including shipping and handling.) NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PROCARD.

ProCard Abuse: Abuse of the ProCard will result in revocation of the ProCard and appropriate disciplinary action which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Purchasing Restricted Items
- Purchasing from Restricted Vendors
- Exceeding bank credit line limit
- Utilizing ProCard for purchases of more than \$2,500
- Using ProCard for travel and entertainment purposes
- Failure to return the ProCard when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group

Usage

For additional specific usage guidelines, the ProCard Cardholder must refer to the supplemental ProCard User's Guide which is distributed with the ProCard and by this reference is incorporated and made a part of this agreement.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the ProCard is used. Individual transaction receipts are to be attached to a Transaction Summary Report and submitted to the Cardholder's supervisor or Resource Manager for review and approval. Following supervisor or Resource Manager approval, the activity report and receipts must be kept on file by the Cardholder for a period of three (3) years.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. The ProCard User's Guide contains specific guidelines for handling dispute resolutions.

Protecting the Fermilab ProCard

The ProCard is valuable property which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation and Safekeeping

Sign the ProCard immediately upon receipt. When the expiration date is passed and/or after you have received a new ProCard, cut the old ProCard in half and dispose of it. Make sure the ProCard is returned to you after each charge and verify that the returned ProCard has your name on it. Carbon sheets should be retrieved and destroyed.

Lost or Stolen ProCards

If the ProCard is lost or stolen, contact the Bank's 24-hour toll-free number at (800) 848-2813. The Cardholder is also required to contact the Program Administrator(s) referenced in the ProCard User's Guide.

The undersigned ProCard Cardholder applicant and supervisor request that an Fermilab ProCard be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

Print -- ProCard Cardholder Name

ProCard Cardholder Signature Date

Supervisor Signature Date

Division/Section Head/Budget Officer Signature Date

ProCard Administrator Date

ProCard Cardholder Applicant and Supervisor:

Complete Application. Retain one copy each of Agreement & Application. Forward originals to Program Administrator(s), MS210

ATTACHMENT NO. 3

SOURCE LIST

PRICING AGREEMENTS

FIRM

Arrow Electronics
A to Z Industrial Supply
Avnet Electronics Marketing

ASC Pumping Equipment
Belford Electronics
Bell Microproducts

Bisco Industries Inc.

Carlton-Bates
Computerland
Copper & Brass Sales
Crescent Electric
Digi-Key Corporation
Efengue Electric
Foremost Fasteners
Global Computer Supplies
Grainger
Kent Components
Insight Electronics
Industrial Wheel & Tool Co.
Jaco Electronics
Joliet Valve Company
Joseph/Zack Electronics
Longstreet Office Supply Co.
Meier Metals
Micro City
Micro Warehouse, Inc.
Morse Cable Products

Motion Industries Inc.
Napco Steel
Newark Electronics
Neuco

SUPPLIES / SERVICES

Electronic Components &
Computer Products
Industrial Supply
Electronic Components &
Computer Products
Pumps
Electronic Components & Supplies
Electronic Components &
Computer Products
Electronic Components &
Supplies/Fasteners
Electronic Components & Supplies
Computer Products
Copper & Aluminum
Electrical Supplies
Electronic Components & Supplies
Electrical Supplies
Fasteners
Computer Products
Industrial Supply
Electronic Components & Supplies
Electronic Components & Supplies
Industrial Supplies
Electronic Components & Supplies
Pipe, Valves, Fittings
Electronic Components & Supplies
Office Supplies
Copper & Aluminum
Computer Products
Computer Products
Electronic Connectors,
Wire & Cable
Bearings & Transmissions
Carbon Steel
Electronic Components & Supplies
Heating & Air Conditioning

PRICING AGREEMENTS

FIRM

**Paramont Electric
Pioneer-Standard Electronics**

**Precision Computer Services
Quality Fasteners
Ramtronix, Incorporated
Reptron Electronics
Ronco Industrial Supply Co.
Safety Supply
Sayers Computer Source
Seps, Incorporated
Steiner Electric
TTI, Incorporated**

**Tridim Filters
Tri Star Supply
University of Chicago
Vanguard Distributor, Co.
Wesco Electric
William F. Meyer, Co.**

SUPPLIES / SERVICES

**Electrical Supplies
Electronic Components &
Computer Products
Computer Products
Fasteners
Kings Connectors
Electronic Components & Supplies
Industrial Supplies
Safety Supplies
Computer Products
Power Supplies & UPS Systems
Electrical Supplies
Electronic Connectors, Capacitors,
& Resistors
Filters
Electrical Supplies
Computer Products
Safety Supplies
Electrical Supplies
Pipe, Valves, Fittings**

Bearings & Transmissions

**Motion Industries Incorporated
397A Charles Court
West Chicago, IL 60185
Phone: (630) 231-4453
Fax: (630) 231-4499**

Carbon Steel

**Napco Steel
1800 Arthur Drive
West Chicago, IL 60185
Attn: Jerry
Phone: (800) 292-8010
Fax: (630) 293-0881**

Computer Products

**Computerland
872 Cambridge Dr.
Elk Grove Village, IL 60007
Attn: Jim Cornyn
Phone: (847) 640-9494 Ext. 235
Fax: (847) 640-6592**

**Global Computer Supplies
175 Ambassador Dr.
Naperville, IL 60540
Attn: Dave Stone
Phone: (800) 443-2250 Ext. 4612
Fax: (630) 848-4705**

**Inacomp Computer Centers
4014 Fox Valley Center Drive
Aurora, IL 60504
Attn: Sean W. Sage
Phone: (630) 820-0612
Fax: (630) 820-0628**

**Micro City
2040 Corporate Lane
Naperville, IL 60562
Attn: Joan Looi
Phone: (630) 395-2200
Fax: (630) 395-2250**

Computer Products

Micro Warehouse, Inc.
47 Water Street
S. Norwalk, CT 06854
Attn: David Jacobs
Phone: (800) 696-1727 Ext. 7097
Fax: (203) 899-2197

Precision Computer Services
175 Constitution Blvd. South
Shelton, CT 06484
Phone: (203) 929-0000
Fax: (203) 225-7916

Sayers Computer Source
1150 Feehanville Drive
Mount Prospect, IL 60056
Attn: Spyke Bocacao
Phone: (847) 391-4093
Fax: (847) 294-0750

University of Chicago
Campus Computer Warehouse
6019 S. Kimbark
Chicago, IL 60637
Attn: Brian Harney
Phone: (773) 702-6427
Fax: (773) 702-3185

Copper & Aluminum

Copper & Brass Sales
415 State Parkway
Schaumburg, IL 60173
Attn: Michael B/Steve Meyer
Phone: (800) 926-2600
Fax: (847) 490-9081

Meier Metal
2665 S. 25th Avenue
Broadview, IL 60153
Attn: Bruce
Phone: (800) 323-4879
Fax: (708) 344-3607

Electrical Supplies

Crescent Electric Supply
517 S. River Street
Aurora, IL 60506
Attn: Dave, Doug or Bruce
Phone: (630) 897-8663
Fax: (630) 897-8356

Efengee Electric
31W356 Diehl Road
Naperville, IL 60563
Attn: Jennifer/Jerry
Phone: (630) 369-1016
Fax: (630) 369-1738

Paramont Electric
2528 S. 27th Ave.
Broadview, IL 60153
Attn: Jerry Campbell
Phone (708) 345-0000
Fax: (708) 345-0816

Steiner Electric
3755 Swenson Dr.
St. Charles, IL
Attn: Allan Tracz
Phone: (630) 377-6600
Fax: (630) 377-7952

Tri Star Supply
1459 Bernard Drive
Addison, IL 60101
Attn: Marty Jr.
Phone: (630) 629-4440
Fax: (630) 629-6352

Wesco Electric
3654 Swenson Ave.
St. Charles, IL 60174
Attn: Eric
Phone: (630) 513-8135
Fax: (630) 513-8143

**Electronic Components &
Computer Products**

**Arrow Electronics
(Computer Products Group)
1166 Spring Lake Drive
Itasca, IL 60143
Attn: Sheila Roche
Phone: (630) 860-8562
Fax: (630) 860-8564**

**Arrow Electronics
(Semiconductor Group)
1166 Spring Lake Drive
Itasca, IL 60143
Attn: Linda Kaczmariski/
Paula Stone
Phone: (630) 285-6062
Fax: (630) 285-6096**

**Avnet Electronics Marketing
3030 Salt Creek Lane
Arlington Heights, IL 60005
Attn: Clinette/Larry Weis
Phone: (847) 797-7616
Fax: (847) 797-7749**

**Pioneer-Standard Electronics
217 Executive Drive
Addison, IL 60101
Attn: A. J./Loretta
Phone: (630) 932-5431
Fax: (630) 495-9831**

**Arrow Richey Electronics
(Electronic Components)
1166 Spring Lake Drive
Itasca, IL 60143
Attn: Julie/Tony
Phone: (630) 860-8573
Fax: (630) 285-6099**

**Electronic Components
& Supplies**

**Belford Electronics
1460 Jeffrey Drive
Addison, IL 60101
Attn: Rick/Mike
Phone No. (630) 705-3024 Ext. 24
Fax: (630) 691-1118**

**Bisco Industries
529 Windy Point Drive
Glendale Heights, IL 60139
Attn: Natalie
Phone: (630) 942-1230
Fax: (630) 942-1985**

**Carlton-Bates
(Resource Electronics)
746 Vermont
Palatine, IL 60067
Attn: Rod Meyer/Kathy
Phone: (847) 359-5500 Ext. 257
Fax: (847) 359-9686**

**Digi-Key Corporation
701 Brooks Ave. South
Thief River Falls, MN 56701
Attn: Mark Peterson
Phone: (800) 858-3721
Fax: (218) 681-3380**

**Insight Electronics
1365 Wiley Road
Schaumburg, IL 60173
Attn: Leigh/Pat
Phone: (847) 885-9700
Fax: (847) 885-9701**

**Electronic Components
& Supplies**

**Jaco Electronics
2030 Algonquin Road
Schaumburg, IL 60173
Attn: Pat/Chuck
Phone: (847) 303-0700
Fax: (847) 303-9573**

**Joseph/Zack Electronics
8830 N. Milwaukee Avenue
Niles, IL 60714
Attn: Scott/John Cleary
Phone: (847) 297-4200 Ext. 304
Fax: (847) 297-6923**

**Kent Components
404 E. State Parkway
Schaumburg, IL 60173
Attn: Jesse/Lance
Phone: (630) 839-1760
Fax: (630) 839-0367**

**Morse Cable (Connectors, Wire &
Cable Assemblies)
1004 Gammon Road
Wheaton, IL 60187
Attn: Dennis Grunt/Don Allen
Phone: (630) 250-7095
Fax: (630) 250-7007**

**Newark Electronics
1919 S. Highland Avenue
Lombard, IL 60148
Attn: Laurie Arends/Ray
Phone: (630) 317-1000
Fax: (630) 424-8048**

**Electronic Components
& Supplies**

Ramtronix (Kings Connectors)
67 Jefryn Blvd. East
Deer Park, NY 11729
Attn: Rich Ziesig/Walter
Phone: (631) 242-4700
Fax: (631) 242-4074

Reptron Electronics
1000 E. State Parkway
Schaumburg, IL 60173
Attn: Shirley
Phone: (847) 882-1700
Fax: (847) 882-8904

Seps, Incorporated
(Power Supplies & UPS Systems)
600 N. Joliet Road
Willowbrook, IL 60521
Attn: Catherine/Pat
Phone: (630) 986-8899
Fax: (630) 986-8906

TTI, Incorporated
1301 Basswood Rd.
Schaumburg, IL 60173
Attn: Amy/Cindy
Phone: (847) 884-6500
Fax: (847) 884-6556

Fasteners

B & B Fasteners
740 N. Edgewood Avenue
Wood Dale, IL 60191
Phone: (630) 350-2290
Fax: (630) 350-0743
Attn: Matt Sisto

Fasteners

Bisco Industries
529 Windy Point Drive
Glendale Heights, IL 60139
Attn: Natalie
Phone: (630) 942-1230
Fax: (630) 942-1985

Foremost Fastener Company
1010 W. National Avenue
Addison, IL 60101
Attn: Larry/Jon
Phone: (630) 543-9685
Fax: (630) 543-0167

Filters

Tridim Filters
999 Raymond St.
Elgin, IL 60120
Attn: Bob McDonald/Penny
Phone: (800) 544-0094
Fax: (847) 695-7938

Heating & Air

Neuco
5101 Thatcher Road
Downers Grove, IL 60515
Attn: Mike
Phone: (630) 960-3800
Fax: (630) 960-3830

Industrial Supply

A to Z Industrial Supply
624 Coles Ferry Road
Gallatin, TN 37066
Attn: Sonya Griffin
Phone: (615) 451-6257
Fax: (615) 451-7440

Grainger
2701 Ogden Avenue
Downers Grove, IL 60515
Attn: Kim
Phone: (630) 810-9933
Fax: (630) 810-0496

Industrial Supply

**Industrial Wheel & Tool Co.
(Material Handling Equipment)
6912 W. Roosevelt Road
Oak Park, IL 60304
Attn: Paul/Diane
Phone: (708) 848-9340
Fax: (708) 386-4085**

**Ronco Industrial Supply
1300 Howard Street
Elk Grove Village, IL 60007
Attn: John or Ron Cohen
Phone: (847) 364-1150
Fax: (847) 364-4158**

Office Supplies

**Longstreet Office Supply
821 Windsor Avenue, Wrhse. #7
Elkhart, IN 46514
Attn: Jim Longstreet
Phone: (800) 245-5664
Fax: (888) 331-5664**

Pipe, Valves, Fittings

**William F. Meyer Company
1855 E. New York Street
Aurora, IL 60505
Attn: Tom K./Carol
Phone: (630) 851-4441
Fax: (630) 851-4043**

Pumps

**ASC Pumping Equipment
180 North Poplar Place
North Aurora, IL 60542
Attn: Roger Wiley
Phone: (630) 859-7200
Fax: (630) 859-8272**

Safety Supplies

**Safety Supply
695 Sundown Road
South Elgin, IL 60177
Attn: Linda/Tracy
Phone: (847) 695-1390
Fax: (847) 695-1484**

**Vanguard Distributors
P. O. Box 608
Savannah, GA 31402
Attn: Janice B.
Phone: (912) 236-1766
Fax: (912) 238-3072**

ATTACHMENT NO. 4
TAX EXEMPT LETTER



Illinois Department of Revenue

Office of Local Government Services
Sales Tax Exemption Section, 3-520
101 W. Jefferson Street
Springfield, Illinois 62702
217 782-8881

August 16, 1996

JAMES K FINKS JR
FERMI NATIONAL ACCELERATOR LAB
P.O. BOX 500
BATAVIA IL 60510-0500

We have received your recent letter; and based on the information you furnished, we believe

UNIVERSITIES RESEARCH ASSN INC
of
BATAVIA, IL

is organized and operated exclusively for charitable purposes.

Consequently, sales of any kind to this organization are exempt from the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and Service Use Tax in Illinois. The organization is not, however, exempt from Illinois Hotel Operators' Occupation Tax.

We have issued your organization the following tax exemption identification number: E9986-4967-03. To claim the exemption, you must provide this number to your suppliers when purchasing tangible personal property for organizational use. This exemption may not be used by individual members of the organization to make purchases for their individual use.

This exemption will expire on September 1, 2001, unless you apply to the Illinois Department of Revenue for renewal at least three months prior to the expiration date.

Office of Local Government Services
Illinois Department of Revenue

STS-49 (N-V2/95)
IL-492-3456
11-0000058

ATTACHMENT NO. 5
TRANSACTION LOG

[illegible]

ATTACHMENT NO. 6

STATEMENT OF DISPUTED ITEM(S)

STATEMENT OF DISPUTED ITEM(S)

Return Address:

Vendor (Supplier) Name

Reference Number

Transaction Date

Posting Date

Amount

Cardholder Name

Card Account Number

To assist our investigation, please indicate below the reason for your dispute. If you have questions, call Customer Service at 1-800-316-6056.

_____ 1. CARDHOLDER DISPUTE
 () **I did not** make nor authorize above transaction. (Please indicate whereabouts of card.)

 () **I did** make the above transaction, but am disputing it because: (Please state your reasons why in detail.)

_____ 2. MERCHANDISE NOT RECEIVED
 () My account has been charged, but I have not received the merchandise. Details of my attempt to resolve the disputes with the vendor and the vendor's response are indicated below:

 () My account has been charged, but I have since contacted the vendor and canceled the order. I will refuse delivery and payment should the merchandise still be sent.

_____ 3. MERCHANDISE RETURNED
 My account has been charged, but the merchandise has been returned. **Attached is a copy of my shipping document.**

_____ 4. CREDIT NOT RECEIVED
 I have received a credit voucher, but it has not yet appeared on my account. **Attached is a copy of the credit voucher. The date on the voucher is greater than 30 days old.**

_____ 5. INADEQUATE DESCRIPTION / UNRECOGNIZED CHARGE
 I do not recognize this charge. Please supply a copy of the sales draft for my review.

_____ 6. ALTERATION OF AMOUNT
 There is a difference in the amount I authorized and the amount I was billed. **Attached is a copy of my sales draft and/or backup documentation.**

_____ 7. PREVIOUSLY BILLED FOR TRANSACTION
 I only transacted one charge and I was previously billed for this sales draft. Date of previous charge _____

_____ 8. IMPRINTING OF MULTIPLE SLIPS
 The transaction represents multiple billing to my account. I authorized only one charge from this vendor for this amount.

_____ 9. OTHER: DESCRIBE IN DETAIL:

Cardholder Signature

Date

Telephone

Supervisor's Signature

Date

Telephone

Please send or fax this form to the Bank, fax # (847)931-8861 and forward a copy to the Program Administrator(s)

ATTACHMENT NO. 7

**BSS PROCARD TRANSACTION
COMPLIANCE REVIEW**

BSS PROCARD TRANSACTION COMPLIANCE REVIEW

Cardholder Name: _____ Date: _____ Time: _____
 Telephone No. _____ Transaction No. _____
 User's Guide ☐ Current ☐ Incomplete
 Requester: _____ Telephone No. _____
 Supervisor: _____ Telephone No. _____
 Vendor: _____ Placement Date: _____ Receipt Date: _____
 Description of Item(s): _____ Amount: \$ _____
 Carrier: _____
 Delivery Location: _____

	Question	Yes	No	Remarks
1	Is the Purchase listed on the transaction log?			
2.	Is the purchase adequately documented?			
3.	Are all the items purchased allowable?			
4.	Are all the items purchased unrestricted?			
5.	Review of documents does not indicate that order was split to avoid maximum dollar limit?			
6.	If there is a discrepancy in the action, has the Cardholder resolved with the merchant?			
7.	Was the Bank notified if disputed charge was not resolved with merchant?			
8.	If an item was returned, is there a copy of the shipping document on file?			
9.	If an item was returned, was credit received?			
10.	If any of the items are available through Fermilab selected sources, does the record indicated why ordered through another source?			
11.	Is the Transaction Summary Report signed by the Cardholder's immediate supervisor or manager?			

Suggestions/Comments: _____

ATTACHMENT NO. 8

PROCUREMENT COMMODITY LIST



Procurement Department

Joe Collins, Manager

Joanne Hall, Staff Assistant

Department Office
Located in Wilson Hall, 4 West

Computing

Bill Koncelik, Group Leader
Bob Cibic
Byron Clark
Gary Davis
Joyce Serritella, Secretary

Electronics: Maintenance, Repair & Operational Supplies

Joe Morgan, Group Leader
Gary Golinski
Bob Johnson
Len Mack
Don Rogus
Sharon Larson, Secretary

Construction/Consulting, Fabrication & Services

Bob Huite, Group Leader
Ron Cypret
Ron Evans
Rich Farritor
Carol Magnuson
Larry Vonasch, Jr.
Michael Yeoward
Cathryn Laue, Secretary

ProCard Administration

Gary Golinski



Computing

Bill Koncelik, Group Leader
Bob Cibic
Byron Clark
Gary Davis

630/840-4173
630/840-3528
630/840-4194
630/840-4171

Computers
Maintenance (Hardware and Software)
Hardware and Software Consulting Services
Peripherals
Software
Computer Software Licensing



Construction/Consulting, Fabrication and Services

Bob Huite, Group Leader	630/840-3387
Ron Cypret	630/840-3839
Ron Evans	630/840-4166
Rich Farritor	630/840-4611
Carol Magnuson	630-840-3451
Larry Vonasch, Jr.	630/840-4165
Michael Yeoward	630-840-3529

Advertising Services
A&E Master Contracts & Task Orders
Analysis (Hazardous/Non-Hazardous)
Civil Construction
Communication Services
Consultants
Credit Card Agreements
Disposal (PCB/Non-PCB)
Energy Savings Contracts
Farm Licenses (On-site)
Food Service
Guard Services
General Laboratory Services
Government Property Sales
Housekeeping
International Telephone Contract
Janitorial Services
Legal Services
Limousine Services
Maid Services
Material Testing

Memorandum Purchase Orders
Natural Gas Pipeline Contract
Office Furniture
Off-Site Leases (Industrial Warehouses)
On-Site Repairs
Photography Services
Professional Services
Recycling/Sales Agreements
Refuse Disposal
Site Maintenance
Soil and Construction Tests
T & M Master Contracts (SCA/DB)
Temporary Help Agency
Trailer Leasing
Travel Agency Agreement
University Purchase Orders
Utility Agreements
Vehicles
Vehicle Services



Fermilab

Electronics: Maintenance, Repair & Operational Supplies

Joe Morgan, Group Leader	630/840-4181
Gary Golinski	630/840-4175
Bob Johnson	630/840-4179
Len Mack	630/840-4183
Don Rogus	630/840-4177

Adhesives
Air Compressors
Automotive
Bearings/Transmission Supplies
CAMAC
CCTV
Chemicals
Clothing
Communications Equipment
Compression Fittings
Cryogenic Equipment
Drafting Supplies
Electrical Equipment and Supplies
Electronic Assemblies
Electronic Components
Electronic Fabrications
Electronic Instrumentation
Fire Protection Equipment
Fuel
Gases
Gasoline
Household Furniture/Appliances
Hydraulic Components
Industrial Vehicles
Janitorial Supplies
Laboratory Benches and Cabinets
Laboratory Equipment
Landscaping Supplies

Locks and Keys
Lumber and Building Materials
Medical Supplies
Metals
Office Furniture and Supplies
Office Machines-Purchase/Lease/Service
Oscilloscopes
Paper
Photographic Supplies
Plastics
Plumbing and Heating Supplies
Power Supplies
Printed Circuit Boards
Printing
Publications
Pumps
Radiation Instrumentation
Radioactive Materials
Rubber Products
Safety Equipment and Supplies
Solder and Solder Equipment
Special Purpose Equipment
Stone/Gravel
Vacuum Equipment
Valves
Water Conditioning Equipment/Supplies
Welding Equipment and Supplies
Wire and Cable



ProCard Administration

Gary Golinski, ProCard Administrator
Bob Huite, Program Administrator

630/840-4175
630/840-3387



Fermilab

TECHNICAL DIVISION POLICY 4100

ES&H AND NEPA PROCUREMENT REVIEW

Written by: _____ **Date:** _____
Richard Ruthe, TD SSO

Reviewed by: _____ **Date:** _____
Romesh Sood, TD Support Head

Approved: *Original signed by Peter Limon 10/4/00* **Date:** _____
Peter Limon, Division Head

1.0 Purpose and Scope

The purpose of this policy is to implement a review process intended to identify potential risks to the worker, the environment or the project, and to comply with the requirements of FESHM Chapters 5010 and 8060. The Technical Division therefore requires the review of all procurement actions for environment, safety and health (ES&H), and National Environmental Policy Act (NEPA) impact before being forwarded to the Procurement Department.

All purchase requisitions, Procard purchases, task orders and short orders for activity within the Technical Division must be reviewed for ES&H and NEPA significance before any commitment by the Technical Division. Trained individuals in the TD ES&H Group and the TD Material Control Group (MCG) will perform this review process following the procedures in this policy. Procurement documents must contain sufficient detail and clarity to allow the reviewer to understand the proposed action and to identify all proposed materials, uses and/or installation methods.

2.0 Procedures

2.1 Division Responsibilities

- 2.1.1 The Division Head will identify individuals within the division deemed qualified by training, education and/or experience to perform the review process.

- 2.1.2 The ES&H Group Leader will ensure that each designated reviewer satisfactorily completes the training required by FESHM Chapters 5010 and 8060.

2.2 Requestor Responsibilities.

- 2.2.1 The requestor must attach all necessary information to the procurement request document to allow the reviewer to understand the extend of the proposed actions. The *On-Site Service Subcontractor Specification Checklist* must be attached to all requisitions for service subcontractor activities.
- 2.2.2 A written description must be included to support any identification numbers, part numbers, catalog numbers, etc., to fully identify the material(s) being proposed for procurement.
- 2.2.3 Any applicable code or standard requirement, warranty, inspection, testing or acceptance process required as a part of the action must be clearly stated. For example, "Lifting fixture must be manufactured according to ANSI B30.20".
- 2.2.4 Any special requirements for access to the work area, such as off-hours work, must be stated on the procurement request document.
- 2.2.5 Laboratory specific ES&H training requirements must be clearly stated on the procurement document(s).
- 2.2.6 The procurement documents must be delivered to the Material Control Group to begin the review process.

2.3 Procard Purchases

- 2.3.1 The following types of procurements are considered ES&H sensitive, and Procard requestors must obtain the approval of a TD ES&H Group reviewer **before** placing the first time order of one of these items:

- Chemicals (See 2.3.2)
- Paints
- Personal protective equipment
- ES&H-related training seminars
- Scaffolding equipment
- Forklift equipment
- Fire protection/detection/suppression systems
- Subcontractor work in hazardous locations, such as: ODH, radiation areas, confined spaces, etc.
- Building modifications, maintenance or construction activities.
- Chemical spill control equipment

- Lifting fixtures and devices
- Pressure/vacuum vessels
- Storage tanks

2.3.2 Chemicals purchased with a Procard must be shipped direct from the vendor to the laboratory in compliance with Department of Transportation (DOT) regulations. The Procard holder must inform the vendor to label the package "Contains Chemicals" on the shipping address label, in addition to any other DOT required labeling and markings. **A Material Safety Data Sheet (MSDS) must be provided to the ES&H reviewer before any chemicals are purchased with a Procard.** The vendor should also be requested to include a MSDS with the package. The package labeling and MSDS will assist the Shipping and Receiving Department in handling the material properly.

2.4 Material Control Group.

- 2.4.1 The TD Material Control Group Head will identify individuals for participation in the review process to the Division Head.
- 2.4.2 Individuals within the MCG who have been selected to perform reviews will be provided training by a qualified individual from the TD ES&H Group.
- 2.4.3 All purchase requisitions, task orders and short order forms must be collected at the TD MCG requisition tracking desk in preparation for review.
- 2.4.4 Procurement documents will be examined to understand the type of material or service requested. The documents describing items from the MCG pre-qualified list may be stamped and initialed to indicate ES&H review, and then returned to the TD signature chain.
- 2.4.5 When questions or uncertainties arise regarding the procurement action, the procurement document must be forwarded to a TD ES&H Group reviewer.
- 2.4.6 Procurement actions that do not meet items on the pre-qualified list must be forwarded to a TD ES&H Group reviewer.

2.5 Pre-Qualified List

- 2.5.1 Certain procurement actions have been determined by the TD ES&H Group to have no ES&H or NEPA impact. These items are listed on the pre-qualified items list. If all materials and actions associated with a procurement activity are found on the pre-qualified list, then the procurement is exempt from further review. If any portion of the procurement activity does not appear on the pre-qualified list, the entire document must be forwarded to the TD ES&H Group for additional review.

2.5.2 The following items may receive an ES&H review stamp and be initialed by the TD MCG reviewers:

- The purchase of these supplies and equipment where no installation or service is included:
 - a) Computer hardware
 - b) Computer software
 - c) Office equipment
 - d) Office supplies (excludes adhesives, liquids or lubricants)
 - e) Subscriptions or publications
 - f) Production aids (excludes adhesives, liquids or lubricants)
- Purchase of materials in the base form where no machining, installation or labor of any kind is included:
 - a) Aluminum stock
 - b) Brass stock
 - c) Copper stock
 - d) Steel stock
 - e) G-10 or G-11 stock
- Fabrication of materials by the TD Machine Shop, fabrication requisitions for Purchasing or MCG task order shops (component and sub-assembly level only):
 - a) Adjust the cost
 - b) Adjust the budget code
 - c) Adjust the drawing revision identifier
- Other items deemed appropriate by the ES&H Section.

Note: Procurement revisions that include a change of materials, installation, and assembly method or work location may not be stamped by the MCG reviewer unless the change is included in the pre-qualified list.

2.6 ES&H Group

2.6.1 Training. Individuals within the TD ES&H Group who have been selected by the Division Head to perform reviews will receive the training specified in FESHM Chapters 5010 and 8060. The qualified reviewers within the ES&H Group will in turn provide training and support to the individuals within the MCG selected to perform reviews, and to all Procard holders within TD.

2.6.2 Pre-Qualification of Materials. The TD ES&H Group will perform an initial review of common TD procurement actions and will then generate a list of those actions that have no potential ES&H and/or NEPA impact. The Pre-Qualified Items List must be periodically reviewed and updated to reflect current division activities.

2.6.3 Procurement Reviews. Designated ES&H Group reviewers will make themselves available to review procurement documents. The review of each procurement document must include at a minimum the consideration of the following concerns:

- NEPA impact according to the requirements of FESHM Chapter 8060.
- ES&H impact according to the requirements of FESHM Chapter 5010.

Procurement actions that do not have potential ES&H or NEPA impact will be stamped, initialed and returned to the signature chain. Any concerns must be adequately addressed before the document can be stamped and initialed by the reviewer. Procurement actions that have a potential NEPA impact must be forwarded to the TD ES&H Group Leader for the preparation of a Project Information Form (PIF).

2.7 Procurement Review Process Flow Chart. A flowchart to aid in following the procurement review process in the Technical Division is included at the end of this policy. The procurement process on the chart starts at either *"Requestor Generates Procurement Document"* or *"Procard Purchase"* in the ovals at the top of the page.

SS Table

Subject: SS Table

Date: Fri, 26 Jul 2002 14:12:38 -0500

From: Brian Smith <besmith@fnal.gov>

To: Mark Steinke <msteinke@fnal.gov>

CC: Tug Arkan <arkan@fnal.gov>

PRN 24402

Hi Mark, would you please order one more stainless steel table from VWR Scientific. Thank you. Brian.

VWR # 58400-018

800-932-5000

ACCT. NO.

692 ⁸⁰

2168545

FAX - Fermilab Procard Order

From: FERMILAB
Contact: STEINKE, MARK H.
Phone: 630/840 - 6510

Attention:
Company: VWR SCIENTIFIC
Phone: 800/932-5000

Fax:

Order Number: **PRN24402** * THIS IS NOT AN ORDER UNTIL CONFIRMED *

Note: For NLC Budget Code - RAT
Route, Signoff Brian Smith IB4

Approval: *[Signature]* 3236

Ship To: STEINKE, MARK H.
ORDER# PRN24402
WILSON & KIRK ROADS
BATAVIA IL 60510-0500

14676340

Line	Item Description	Qty	Unit	Price	Total
1	Stainless Steel Worktable 30" x 60" #58400-018	1.00	EACH	692.30	\$692.30

Order Total: \$692.30

PLACED 7-31-02
IN STOCK

TECHNICAL DIVISION
ID# 6080 INITIALS *[Signature]*
ES&H REVIEW PRE-QUALIFIED ITEMS

Atth 7 -Transaction Log



Ref No	Vendor	Date Placed	Date Recvd	Done	Item Description	Quantity	Cost	Correct Acct # to be charged	User
25594	McMASTER -CARR	8-29-02	8-30-02	X	HDW / STAINLESS / LIGHT	1 LOT	197.45	RAT	BRIAN SMITH
25619	WESTSIDE IND'L	9-3-02	9-11-02		DIAL INDICATORS & BASES	3 EA	1135.00	RAT	BRIAN SMITH
25699	MANUFACTURES SUPPLY	9-3-02	9-5-02		V-100 EPOXY GROUT 5516 KIT	1	254.00	RAT	BRIAN SMITH
25770	ASH EQUIP.	9-4-02	9-27-02		HEATERS / CONTROLLER	1 LOT	1387.70	RAT	TUG ARKAN
25806	CLEAN ROOM INT'L	9-5-02	9-13-02		SIDE CURTAIN	1	329.00	RAT	TUG ARKAN
25837	VWR	9-5-02	9-5-02		CONTAINER & LID	4 EA	65.64	RAT	BRIAN SMITH
25848	WM F MEYER CO.	9-5-02	9-5-02		PIPE PLUG - 3/8"	50	24.00	CLQ	RICK SMITH
25919	XEROX	9-12-02	9-16-02		BLACK TONER CARTRIDGES	6	360.00	CLQ	ERENE NOTOLA
25977	VWR	9-10-02	9-10-02		FACE MASKS	200	44.44	RAT	BRIAN SMITH
26022	HALCO PROD'S	9-17-02			FILTERS	1 LOT	354.48	RAT	BRIAN SMITH
26046	VWR	9-11-02	9-12-02		TOTE BOTTLES / ISOPROPYL ALC.	1 LOT	302.64	RAT	BRIAN SMITH
26053	JEFFERSON LAB	9-11-02	9-12-02		REGISTRATION FEE	1	250.00	RAT	NIKOLAY BLOKAL
26132	CONVECTRONICS INC.	9-12-02	9-19-02		THERMOCOUPLE	1	362.00	RAT	BRIAN SMITH
26341	BUEHLER	9-19-02	9-23-02		DIAMOND WAFERING BLADE	1	248.00	RAT	BRIAN SMITH
26343	FLUID SYSTEMS	9-18-02	9-24-02		GLAND / NUTS / GASKET ASSY.	1 LOT	238.00	CLS	PERRE BAUER
26355	VWR	9-19-02			SHOE COVERS / CASE	4	182.28	RAT	BRIAN SMITH
26356	McMASTER -CARR	9-19-02	9-20-02	X	CLOTHING RACK / PUMP	1	579.49	RAT	BRIAN SMITH
26430	McMASTER -CARR	9-23-02	9-24-02		1/4" x 1" x 6 FT STAINLESS	3	79.20	RAT	DON FISHER
26457	SETRA SYSTEMS				PRESSURE TRANSDUCER	4	1752.00		PIERRE BAUER
26485	ED FAGAN				.060 x 12" x 36" MOLY SHEET	1	650.00	RAT	BRIAN SMITH

VWR International

800 E Fabyan Pkwy
Batavia, IL 60510

Wave Carrier Lane
01 JEXP 13

PACKING LIST

DATE	SHIPPING REFERENCE NO	TERMS	PURCHASE ORDER NUMBER
			
146763406747			PRN24402
08/01/02	14676340 6747	NET 30 DAYS	PRN24402

Count No: 1095452
d To: FERMI NATIONAL
ACCELERATOR LAB
PO BOX 500

Account No: 2168545
Ship To: FERMI NATIONAL
ACCELERATOR LAB
RECVG DEPT, WILSON RD

BATAVIA IL 60510 US
MARK STEINKE 630-840-6510

BATAVIA IL 60510 US
MARK STEINKE / IB4

LINE NO.	CASE I.D.	B/O QTY	ORDER QTY	SHIP QTY	UM	CATALOG NUMBER AND DESCRIPTION	PRICE	EXTENSION
001	84L813		1		(1) EA	58400-018 WRKTABLE, SS, 30X60 TYPE 304 *** MFG NO. KMS-305 CountryCode: US Customs#: Total cases : 1 <i>8/2/02</i> <i>RF</i>		
								ZONE: 03



Fermilab

Fermi National Accelerator Laboratory
P.O. Box 500 • Batavia, Illinois • 60510

TECHNICAL DIVISION PARTS ROUTING FORM

78520

Part Number NONE Revision Date 8/3/2002
P.O. Number PROCARD Amount of part received 1
Identifier # PRN-24402 Description STAINLESS STEEL WORKTABLE 30" X 60"
Requisitioner MHS Initials DK #58400-018

Inspect? NO Verify? Rework? Ref: QCR#
Number of Packages 1 Type of Container BOX/SKID Location MID FLOOR
Disposition SIGN-OFF: BRIAN SMITH (IB4)
Notes B/C RAT

Sign Off Person B. Smith

ID # 12817

TO INSPECTION

Date Inspected _____ Mech. Insp. Init _____ Leak Chk. Init _____
Amount of part accepted _____ Amount of rejected due to deviation _____

PART REJECTED BY INSPECTION

Deviation report attached ☐ Date _____
Project Engineer(designee): accepts amount _____ rejects amount _____
QCR # _____ MMR # _____

PARTS ACCEPTED

Amount to stock 1

Date 8/5/02

Issue Activity Card ☐

Placed in Stock by: 12698

Location

IB#4
(BRIAN SMITH)



3/4

BILL TO:

FERMI NATIONAL
ACCELERATOR LAB
PO BOX 500
BATAVIA IL 60510-5011

Page 1 of 1

SHIP TO:

FERMI NATIONAL
ACCELERATOR LAB
RECVG DEPT, WILSON RD
BATAVIA, IL 60510

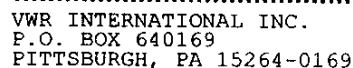
0.00 DUE, PAID ON CREDIT CARD

VI020802-SH33

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT



FERMI NATIONAL
ACCELERATOR LAB
PO BOX 500
BATAVIA IL 60510-5011

REMIT TO:

00001178801380000000000000000000



BANK ONE
P.O. BOX 2030
MAIL SUITE IL1-6225
ELGIN IL 60121

MEMO STATEMENT
THIS IS NOT A BILL

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 08-23-02

NET CHARGES \$8,940.91

|||||
MARK STEINKE
TAX ID E9986-4967-03
P O BOX 500
MAIL STATION 316
BATAVIA IL 60510-5011

M00277

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: MARK STEINKE

CYCLE LIMIT: \$50,000

ACCOUNTING CODE: MPA

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-24	07-22	67421352204380171028140	ELECTRO-TECH MACHINING LONG BEACH CA P.O.S.: 13835 SALES TAX: 0.00	22945 - 302.00
07-24	07-23	68450782204118000100122	VARIAN VACUM PRODUCTS LEXINGTON MA	23555 - 199.74
07-25	07-24	68432862205000960707140	SHC*SMARTHOMES.COM 949-221-9200 CA	24087 - 309.70
07-26	07-25	67417342206842068157820	MINCO PRODUCTS INC MINNEAPOLIS MN P.O.S.: 104826 SALES TAX: 0.00	24163 - 51.92
07-29	07-26	67417342207642075986176	STEINER ELECTRIC 847-2280400 IL P.O.S.: PRN 23906 SALES TAX: 0.00	23906 13.33
07-29	07-26	67432862207000050101907	MCMMASTER-CARR SUPPLY 630-834-9600 IL P.O.S.: PRN24253 SALES TAX: 0.00	24253 14.65
07-29	07-26	68424802207000215514758	OMEGA ENGINEERING 203-359-7719 CT	23869 - 128.30
07-29	07-26	68541862208072000350210	AMERITECH BILL PAYMENT 800-345-4222 IL	24293 - 65.87

FOR CUSTOMER SERVICE CALL:

1-800-316-6056

FOR LOST/STOLEN CARDS CALL:

1-800-316-6056

ACCOUNT NUMBER

5405-0154-1469-9007

STATEMENT DATE:

08/23/02

ACCOUNT SUMMARY

PURCHASES &
OTHER CHARGES 9,469.71

CASH ADVANCES .00

CREDITS 528.80

CASH ADVANCE FEE .00

NET CHARGES \$8,940.91

DISPUTE AMOUNT .00

SEND BILLING INQUIRIES TO:

BANK ONE
P.O. BOX 2015
MAIL SUITE IL1-6225
ELGIN, IL 60121

OK Mark Steinke 9-13-02

John S. Smith 9/14/02